

**APPLY IN PERSON:**

Employment Information Center (M-W-F ONLY)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A  
San Diego, CA 92101

**INTERNET:** [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107

**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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#T2505 LIBRARIAN I  
#T2506 LIBRARIAN II  
#T2507 LIBRARIAN III  
#T2508 LIBRARIAN IV

\*MONTHLY SALARY: \$3487 to \$4200, effective 06-30-05  
\*MONTHLY SALARY: \$4013 to \$4832, effective 06-30-05  
\*MONTHLY SALARY: \$4444 to \$5395, effective 06-30-05  
\*MONTHLY SALARY: \$4884 to \$5931, effective 06-30-05

**APPLICATION FILING PERIOD: FIRST DATE:** August 13, 2004

**LAST DATE:** Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with five days notice.**

**REQUIREMENTS:** For each position listed below, you must meet ONE of the following requirements on the date you apply, unless otherwise indicated.

**LIBRARIAN I:**

1. A Master's Degree in Library Science (MLS), **OR**
2. A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **supplemented by an additional minimum of 9 semester or 14 quarter units of postgraduate or undergraduate Library Science education, and** one and one-half years of full-time experience as a paraprofessional Librarian.

**NOTE:** Librarian I applicants who are in their last semester/quarter of an MLS Degree program may apply, but will be placed **INACTIVE** until proof of graduation is submitted to the Personnel Department.

**LIBRARIAN II:**

1. A Master's Degree in Library Science (MLS) **and** one year of full-time experience as a professional Librarian, **OR**
2. A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **supplemented by an additional minimum of 9 semester or 14 quarter units of postgraduate or undergraduate Library Science education, and** two and one-half years of full-time experience as a professional Librarian.

**NOTE:** Librarian II applicants may substitute a **MAXIMUM** of six months of paraprofessional Librarian experience for six months of the required professional Librarian experience.

**LIBRARIAN III:**

1. A Master's Degree in Library Science (MLS) **and** two years of full-time experience as a professional Librarian, **OR**
2. A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **supplemented by an additional minimum of 9 semester or 14 quarter units of postgraduate or undergraduate Library Science education, and** three and one-half years of full-time experience as a professional Librarian.

**LIBRARIAN IV:**

1. A Master's Degree in Library Science (MLS) **and** three years of full-time experience as a professional Librarian, **OR**
2. A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **supplemented by an additional minimum of 9 semester or 14 quarter units of postgraduate or undergraduate Library Science education, and** four and one-half years of full-time experience as a professional Librarian.

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

**DESIRABLE QUALIFICATIONS:**

Familiarity with the use of on-line electronic communication and information systems; and bilingual communication skills are highly desirable. Supervisory experience; and experience in developing, implementing, and maintaining automated bibliographic, cataloging, materials circulation, and patron database systems are highly desirable for some positions.

**NOTES:**

1. **Proof of education (e.g. degree, units, etc.) must be submitted with your application.**
2. Applicants who do not have an MLS degree must provide proof of ALL Library Science courses completed, including the course codes, course titles, number of units, name of college/university, and date completed. **Qualifying course work is that which is considered creditable toward the completion of an MLS degree.**
3. Some positions may require bilingual communication skills in Indochinese or Spanish and English, for which an additional \$ 0.70 per hour may be paid.
4. Work schedules may include evenings and weekends.
5. The lists established for these positions may be used to fill full-time, half-time, and limited-hourly vacancies for Librarian I and II only.
6. Employees in the Librarian series who obtain a Master of Library Science (MLS) and/or Master of Library Information Science (MLIS) degree, may be eligible to receive an additional compensation of 5%.

**DUTIES:**

**Librarians I** perform entry-level professional librarian work in a branch library or a section of the Central Library.

**Librarians II** perform journey-level professional librarian work in a branch library or a section of the Central Library. Duties include assisting the public in the use of library resources, providing services to children and young adults, reviewing and evaluating the library collection and making recommendations for collection development and maintenance, cataloging library books and materials, and performing related work.

**Librarians III** are responsible for the supervision of a branch library with an annual circulation of less than 185,000 or a major subject area or work unit within a section of the Central Library Division.

**Librarians IV** are primarily responsible for the supervision of a major section of the Central Library, a large branch library with an annual circulation of greater than 185,000, the Catalog Section, or the Community Outreach Program.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LISTS:** Separate eligible lists will be established for **Librarian I, Librarian II, Librarian III and Librarian IV.** Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.**

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**